



T. Scott Harris, MCR
Commissioner

COUNTY OF HANOVER, VIRGINIA NEW BUSINESS REGISTRATION FORM

Office of the Commissioner of the Revenue
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OFFICE USE ONLY

Received by:

All businesses operating in Hanover County are required to register with the Commissioner of the Revenue. Once registered, all businesses must file an annual filing form on or before **May 1st** of each year.

NAME OF BUSINESS:		FEIN OR SSN:
PHYSICAL ADDRESS / CITY / STATE / ZIP CODE:		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):		
NATURE OF BUSINESS:	TELEPHONE NUMBER:	DATE BUSINESS ESTABLISHED IN HANOVER:

TAX ENTITY TYPE:		
<input type="checkbox"/> C-Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Limited Partnership
<input type="checkbox"/> S-Corporation	<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Personal Corporation
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Other
If not a Sole Proprietorship, please list or attach list of officers:		If Other is checked, please specify:
Answer only if tax entity type is not a sole proprietorship. List date of formation:		State of formation:

ANSWER YES OR NO TO THE FOLLOWING QUESTIONS		YES	NO
I	Will the business be using any assets in conducting its business?		
II	Will the business have any inventory?		
III	Will this business be a home based operation? If you answer "yes", please also answer question IV, otherwise skip to question V.		
IV	Will you be taking deductions for the business on your federal income tax return?		
V	Will the business be operating under a trade or fictitious name? If you answered "yes", you will be required to register the fictitious name with the Hanover County Circuit Court.		
VI	Will the business be offering guest rooms for rent for continuous occupancy for fewer than thirty (30) days?		
VII	Is the business, as defined below, considered to be a contractor?		

A contractor as defined by the Hanover County Municipal Code is any person accepting or offering to accept orders or contracts for doing any work on or in any building or structure, requiring the use of paint, stone, brick, mortar, wood, cement, structural iron or steel, sheet iron, galvanized iron, metallic piping, tin, lead or other metal or any other building material; or who shall accept or offer to accept contracts to do any paving, curbing or other work on sidewalks, streets, alleys or highways, or public or private property, using asphalt, brick, stone, cement, concrete, wood or any composition; or who shall accept or offer to accept an order for or contract to excavate earth, rock or other material for foundation or any other purpose or for cutting, trimming or maintaining rights-of-way; or who shall accept or offer to accept an order or contract to construct any sewer of stone, brick, terra cotta or other material. Any person engaging in the business of selling and erecting or erecting tombstones shall not be deemed to be a contractor.

DECLARATION: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.	Please enter the name, phone number, and email of the person we should contact with questions regarding this return.
Taxpayer's Signature: _____	Print Contact Name: _____
Print Name: _____	Title: _____
Date: _____	Phone #: _____
	Email: _____

All annual filing forms are available for download on our website at www.co.hanover.va.us/comrevnuce/default.htm. All forms must be completed and received in our office by the filing due date indicated on the forms.